



**Aaron Cohen Associates Ltd**

159 Teatown Road  
Croton-On Hudson, NY 10520

Tel: (914) 271-8170

Fax: (914) 271-2434

E-mail: [aca2004@acohen.com](mailto:aca2004@acohen.com)

Homepage: <http://www.acohen.com>

**A REPORT**

**FOR**

**SHREWSBURY PUBLIC LIBRARY**

**October 1, 2004**



## TABLE OF CONTENTS

PART 1: NEEDS ASSESSMENT .....	3
INTRODUCTION.....	4
DISCUSSION.....	7
Collection.....	7
Seating .....	10
Staffing .....	13
Parking .....	13
Site .....	13
SPACE ASSESSMENT.....	14
Collection.....	14
User Seating.....	14
SCENARIOS .....	16
RECOMMENDATIONS .....	19
Enhanced Technology .....	19
Commitment to Change.....	19
Commitment to Meet Professional Library Standards.....	19
PART 2: BUILDING PROGRAM .....	20



## **PART 1: NEEDS ASSESSMENT**



## INTRODUCTION

America's public libraries are in need of strategies that accommodate the changing demands of their customers. In this age of electronic technologies, people want convenience and quick action. Time is a valuable commodity. For libraries, this translates into fast access and delivery of materials and other forms of information. Library customers want integrated systems that make life easier -- and they want them now!

A few years ago, most of us could not imagine being able to access the library's catalog or certain proprietary databases offered by the library from our homes or businesses. We did not expect to be able to request materials online and then have them waiting for us for pickup at the facility. At Shrewsbury Public Library, these are just three examples of its up-to-date services.

Shrewsbury is an active place whose services include print, media and online databases tailored to demands of its townspeople. The members of the library staff have done their best to provide information services, and educational and cultural programs customized for the residents and business in town. Although the public library is recognized as an important public service by the people of Shrewsbury, the facility is limited by an inadequate building. The library has long since outgrown its historic structure even though it was expanded once by an annex and another time by an addition.

Although the population of the Town of Shrewsbury amounts to 31,640<sup>1</sup>, the building contains only 25,500 gross square feet (GSF). Massachusetts Board of Library Commissioners encourages libraries in the Commonwealth to provide more copious structures. Beyond providing sufficient space to house and display the collection and sufficient user seating, the Board also suggests supplying large meeting rooms, group study rooms and state-of-the-art computer facilities. Furthermore, the library's one acre site yields only 48 parking spaces, too few for a facility that has so many people entering and leaving its premises on a daily basis. Located on the junction of Main Street and Route 140 in the center of town, customers and staff often find it difficult to exit the library parking lot, especially if they have to make a left turn. This is a very busy intersection.

Originally constructed in 1903 in the modern federal style, the public library building was provided with the annex in 1922. Fifty-eight years later, in 1980, the building underwent a major renovation/new addition. Although the addition is relatively flexible, the original interior and the annex form a series of inflexible rooms in which are located Children's Services, Periodicals, a portion of the collection, the meeting room and staff support areas. Providing adequate security in the older parts of the building is a problem. People cannot be seen or heard by anyone in the addition. The two-story addition contains the main entrance, the Circulation/Reference Desk, and the majority of the collection and user seating.

---

<sup>1</sup> Based on the 2000 census.



Although the addition was meant to support changes in library services, its design limited access to Children's Services. The flow into the building is particularly difficult for families with young children as these services are located on the lower floor in the older part of the building. On the other hand, a very positive feature of the building complex is the integrated Circulation/Reference Desk located near the main entrance. These two co-located functions essentially provide one stop shopping for library customers -- an excellent model for either an upgraded or new facility.

Shrewsbury residents use their library regularly. Last year, circulation of its holdings -- primarily books and audiovisual (media) materials -- amounted to 298,660 items, or over nine items for each man, woman and child in town. The facility features an excellent print and large print collection, an ever-expanding music collection, a host of CD's and DVD's, and local history materials. Special programs and study areas for children and adults are featured as well.

As part of our consultancy, we held a series of focus groups and meetings with major stakeholders. Community input was considered essential for the development of this document. Discussions included outlining the historic nature of the library<sup>2</sup> and the library building, the building's current configuration, recent library studies and options for growth. Residents were in agreement that the future of the library should reflect the growth of the community and its heritage. Participants made it clear that the library building is viewed as an important resource for Shrewsbury. Indeed, the original building is considered a significant civic structure.

On the other hand, clear examples of service limitations were mentioned over and over again. A major area of concern is the spaces dedicated to children and young adults. Since both are functionally isolated, they are separated from the rest of the library. Parents of youngsters find it difficult to browse materials or use the materials or computers upstairs when they have children in tow. They don't want to be separated from their children by an entire floor. During one of the focus group meetings, parents discussed the problem of managing children in the Reference area while checking-out or checking-in materials. Compounding the problem is the electric door at the main entrance. It opens whenever someone is near the doorway and children often play in that location.

Nearly everyone we interviewed, patrons and stakeholders alike, recognizes that the library is in need of a new vision and much more space. It needs more space because of the vibrant services it offers. In a town that prides itself on community service to its citizens, additional square footage is required at the library to house more computers; provide in-demand electronic materials; expand popular fiction, non-fiction books and the biography collection; provide adult technology seminars; offer up-to-date services and programs for teens; alleviate crowded conditions in the older parts of the building where the journals are located and staff support areas are situated.

A much more open interior would welcome people of all ages and encourage them to browse, read, study or perform research. A bigger building would provide sufficient areas for improved access, a place for adult and teen programming, and enhanced Chil-

---

<sup>2</sup> A form of library service in Shrewsbury dates from 1792.



dren and Young Adult Services. Although getting teens off the streets and into properly supervised facilities are the emphases of many cities and suburban towns, in Shrewsbury this does not necessarily occur. Many teens prefer to congregate at the local bookstore rather than the library because the bookstore provides quality spaces; spaces that allow them to listen to music; peruse books; socialize with friends; buy a snack at the coffee shop.

Also, computers are increasingly common in the homes of the teens in Shrewsbury. In fact, during the teen focus group, it was found that all the participants had a least one computer at home and felt it was necessary for computers, and stereo headsets to be in their area in the library.

During another focus group, Internet and computer use also were discussed. Senior citizens, for example, want to avail themselves of information that electronic technologies provide but often do not know how access. Although the use in library of electronic technologies has been increasing steadily, support is needed. Accelerating amounts of information via a host of databases are available, but many customers need computer skills to access them properly. They want training. The library staff encouraged teenagers to provide this training but only if there was sufficient space for all.

At quality public libraries like Shrewsbury's, staff members do their best to serve the information needs of community members by maximizing resources. For example, public libraries such as Shrewsbury provide subscription services often too costly for individuals and small businesses to bear. In fact, one older patron requests and receives investment bulletins at the library on a weekly basis. For him, the library is a very personal resource. It helps to support his livelihood.

Another place in which the Shrewsbury Public Library building falls short is that of a true community meeting center. Other libraries in Massachusetts are destinations for the local community. They have coffee/gift shops; children and teens' discovery/homework areas; spaces to exhibit historical materials and local art. Focus group participants were clearly interested. As one participant informed us, "We are the choir. Tell us what are the options and we are ready."

The next pages of this document outline the present building and the Needs Assessment for an upgraded or new building.



## DISCUSSION

The following chart outlines the size of the present building. It is divided into service areas and their related net assignable square feet (NASF)<sup>3</sup>.

### THE EXISTING BUILDING

Floor	Area	Collection NASF	Seating NASF	Staff/Operational NASF	Total NASF
Main Floor	Periodicals	65	609		674
	Young Adult	12	90		102
	Fiction	1,115	75		1,190
	Librarian Office			160	160
	Reference	1,267	3,343		4,610
	Entrance/Display	155	126		281
	Technical Services	80		1,505	1,585
Subtotal		<b>2,694</b>	<b>4,243</b>	<b>1,665</b>	<b>8,602</b>
Upper Floor	Staff Office	95		640	735
	Lounge		594		594
	Multipurpose		1,173		1,173
	Conference		266		266
	Staff Lounge			185	185
Subtotal		<b>95</b>	<b>2,033</b>	<b>825</b>	<b>2,953</b>
Lower Floor	Children's	1,488	1,184	140	2,812
	Children's Librarian Office			70	70
	Adult Non-Fiction	3,715	661	144	4,520
	Custodial Services			625	625
	Subtotal	<b>5,203</b>	<b>1,845</b>	<b>979</b>	<b>8,027</b>
<b>TOTAL</b>		<b>7,992</b>	<b>8,121</b>	<b>3,469</b>	<b>19,582</b>

## Collection

Because of the variety of public libraries in the Commonwealth, Massachusetts Board of Library Commissioners recommends a minimum number of volumes and items per capita. Each library should contain at least 3.32 volumes and items per capita. Since the 2000 census indicates that the population in Shrewsbury amounts to 31,640, the Shrewsbury Public Library should contain at least 105,045 volumes and items.

$$3.32 \times 31,640 = 105,045 \text{ volumes and items.}$$

<sup>3</sup> The net assignable square feet of a building describes the spaces in the building the library can actually use. The non-assignable square feet include elevators, stairwells, corridors, mechanical spaces, etc. Added together they make up the gross square feet of the building.



## SHREWSBURY PUBLIC LIBRARY

Shrewsbury Public Library more than meets these requirements. It currently contains 133,926 volumes and items, the majority of which circulate regularly. (Reference materials do not circulate.) The level of circulation indicates that the people of Shrewsbury are readers, viewers and listeners of library materials. Unfortunately, the collection is housed on full shelves forcing the library to have a de-facto one-item-in, one-item-out policy.

The Town of Shrewsbury's projected build-out population is about 46,000. The difference between the current population and the build-out is approximately 15,000 people. For the purposes of this document, a conservative assumption is that one quarter of that figure to be the town's population growth over the next twenty years -- or less than half the national growth<sup>4</sup>. In other words, we estimate the population will increase about 12% by 2024. There will be 3,750 additional people living in town and the total population will rise to 35,390.

This twenty year figure is important for any renovation/new addition or new building project. Since most building materials last about twenty years, that is considered the life cycle of any form of major construction. Should the Massachusetts Board of Library Commissioners' recommendations be used, any they must be used if any state funding is to be considered, the minimum size of collection in twenty years would be at least:

$$3.32 \times 35,390 = 117,495 \text{ volumes and items}$$

The average number of volumes on a shelf in a public library is considered to be 30, or 10 volumes per linear foot<sup>5</sup>. For Shrewsbury, using the above figure, 11,749.5 linear feet of shelving would be the minimum required by the Board of Library Commissioners in twenty years.

Since the present building already houses a larger collection than required in twenty years, it is reasonable to assume that the building also houses more linear feet of shelving. Currently, it contains 12,472.72 linear feet. A portion of this shelving, however, is in Technical Services and the Business Office. The collections in the public areas of the building -- 133,926 volumes and items -- are housed on about 11,693 linear feet. To provide sufficient shelving, 13,392 linear feet are needed right now.

The space currently occupied by the collection amounts to 7,992 square feet or 0.64 NASF per linear foot of shelving. This spacing is too tight. We believe that there should be at least 1 NASF per linear foot to provide sufficient area to display materials, browse and comply with Americans with Disabilities Act (ADA) guidelines.

The chart on the next page outlines the current breakdown of the collection in linear feet of shelving:

---

<sup>4</sup> By mid-century, the population of the U.S. is expected to reach 450 million. Since our present population is 294 million, this will be an increase of 53%. By 2024, the national increase will be about 26%.

<sup>5</sup> A linear foot is a running foot of shelving. Each standard shelf contains 3 linear feet. A bookstack that has 5 shelves on 1 side or single face contains 15 linear feet. A bookstack with 7 shelves on a single face contains 21 linear feet.



# SHREWSBURY PUBLIC LIBRARY

## THE PRESENT COLLECTION

FLOOR	DEPARTMENT	YEAR 2004 Public Area Linear Feet	YEAR 2004 Staff Area Linear Feet
Main Floor	Fiction Young Adults Large Print Books on CD/Tape Friends of the Library Book Sale material New Books Paperbacks Audio Visuals: CD's, DVD's, Audio and Video tapes Reference/Business Collection Periodicals Technical Service	1,308 232.28 798 393    1,104 300	         654
Lower Floor	Children's Services	1,818.94	
	Non-Fiction	5,738.5	
Upper Floor	Business Office (126 linear feet)		126
<b>Subtotal</b>		<b>11,692.72*</b>	<b>780</b>
<b>TOTAL</b>		<b>12,472.72</b>	

The chart on the next page compares the present collection allocation with our recommended future collection allocation based on Shrewsbury's customer demands. In the chart, collection areas such as new books, audiovisuals and Children's Services materials are expanded substantially.



# SHREWSBURY PUBLIC LIBRARY

## COMPARSION OF SHELVING ALLOCATIONS

DEPARTMENT	YEAR 2004 Linear Feet	YEAR 2024	
		Subtotal Linear Feet	Total Linear Feet
Fiction	1,308	2,302	2,302
Non-Fiction	5,738.5	7,200	7,200
Young Adults	232.28	416	416
Large Print	798	900	900
Books on CD/Tape	393	868	868
Friends of the Library Book Sale material		42	42
New Books		290	290
Paperbacks		200	200
Audio Visuals: CD's, DVD's, Audio and Video tapes		900	900
Reference/Business Collection	1,104	1,930	1,930
Periodicals	300	300	300
Children's Services (total)	1,818.94		2,844
Pre-School		600	
Ready Reference		60	
Reference		1,068	
Non-Print		400	
Periodical		60	
Parent Collection		96	
Children Collection		560	
<b>TOTAL SHELVING</b>	<b>11,692.72</b>		<b>18,192</b>

## Seating

Massachusetts Board of Library Commissioner's suggests each public library should feature 4.5 general reader seats for each thousand people in its service area<sup>6</sup>. Seats allocated to microform readers, computer workstations or other equipment are not to be included in calculations. The same is true of group study and meeting room seats. Using the 2000 census figure, 142 general reader seats is the minimum number of general reader seats that should be in the library right now:

$$4.5 \times 31.640 = 142 \text{ general reader seats}$$

Currently Shrewsbury Public Library contains just 129 general seats.

Using the same calculation for our twenty year projection, the library requires a minimum of 159 general reader seats:

$$4.5 \times 35,390 = 159 \text{ general reader seats}$$

The chart on the next page outlines the library's present seating allocations.

<sup>6</sup> In the case of Shrewsbury, the service area is the Town of Shrewsbury.



Library: General Reader, Equipment and Group Study Seats/Stations Existing in the Year 2004									
Department	Lounge Seats	# of 4- Person Tables	# of 4- Person Table Seats	# of 1-Person Table Seats	OPAC Stations (Stand-up)	Computer & Micro- form Seats	Group Study Seats	Meeting Room Seats	Remarks
Reference	3 benches	3	12	29	7	8 PC's 1 microfilm 1 microfiche	*10		*6 in single carrels, 4 in a quad carrel
Reading Room/ Periodicals	7	1 round	3			1 Optilec			
Popular Library/Fiction				2					
General Collection		4 round	18		3		*8		*4 each in two quad carrels
Non-Fiction	12								
Children	4 *1 rocking chair	5 round	22		4	1 PC			
Young Adult Downstairs				3					
Mezzanine	8	1 conf. table	5			1 PC			
<b>Subtotal</b>	<b>35</b>	<b>(14)</b>	<b>60</b>	<b>34</b>	<b>(14)</b>	<b>(13)</b>	<b>((18))</b>	<b>((80))</b>	
<b>Total General Reader Seats</b>					<b>129</b>				
<b>Equipment Seats/Stations</b>					<b>(27)</b>				
<b>Group Study Seats</b>					<b>((18))</b>				
<b>Meeting Room Seats</b>					<b>((80))</b>				

After interviews, meetings and discussions, the chart on the next page was derived. It outlines the general reader, computer and microform, group study and meeting room seats/stations proposed for the year 2024.



## SHREWSBURY PUBLIC LIBRARY

Library: General Reader, Equipment, Group Study and Meeting Room Seats/Stations Proposed for the Year 2024									
Department	Lounge Seats	# of 4- Person Tables*	# of 4-Person Table Seats	# of 1-Person Table Seats	OPAC Stations (Stand-up)	Computer & Micro- form Seats	Group Study	Meeting Room	Remarks
Reference		6	24	10	6	12*			*Tables with com- puters. Many tables in bldg. wired for laptops or building has wireless system also usable by laptops.
Periodicals	8	4	16			2*			*Microform seats
Popular Library	4	4	16		2				
General Collection		5	20	6	2		56*		*2 rooms, 12 people each; 4 small study rooms, 4 people each; Quiet Reading Room for 16 people
Children	6* 4**	11	44		3	10***			*Lounge chairs **2 Love seats ***Tables with com- puters
Young Adult	6	4	16	4	2	2*			*Tables with computers plus 16 laptops for use on 4-person & 1- person tables
Meeting Room								150	
<b>Subtotal</b>	<b>28</b>	<b>(34)</b>	<b>136</b>	<b>20</b>	<b>(15)</b>	<b>(26)</b>	<b>((56))</b>	<b>((150))</b>	
<b>Total General Reader Seats</b>						<b>184</b>			
<b>Equipment Seats/Stations</b>						<b>(41)</b>			
<b>Group Study Seats</b>						<b>((56))</b>			
<b>Meeting Room Seats</b>						<b>((150))</b>			



## Staffing

Because of the inefficiencies of the present library building, staffing at the enlarged library should change but not dramatically -- provided the enhanced facility's interior layout streamlines workflow. For example, to provide sufficient customer help and supervision, a three-story building usually requires more staff than a one-story building. Shrewsbury Public Library employs 16 full-time equivalent staff (FTE) right now. In the future, depending upon the number of stories and rooms the building will have, up to 6 more FTE staff might be needed. Also, depending upon whether or not certain operational technologies are installed, the library might need more pages to sort and reshelve books and other materials.

## Parking

Once, most of the people living within close proximity to Shrewsbury's downtown walked to the library and to the nearby stores. Because of increasingly mobile lifestyles, most citizens now prefer to drive and park in close proximity to their destination(s), regardless of where they live. In fact, whenever there is a major event at the library, parking becomes in short supply.

Shrewsbury Public Library's gate count indicates that on average 600 people visit the library on a daily basis. Generally accepted planning guidelines<sup>7</sup> indicate that a larger library building will need substantially more parking than the structure has now. In fact, according to the guidelines, the library building is 16 parking spaces short. It should have a total of 64 rather than just 48.

Based upon estimates that follow in this portion of the document and in the building program, Shrewsbury Public Library will need at least 113 to 125 parking spaces for general library services over the next twenty years. Also, overflow parking in the vicinity will be required whenever large events are held during regular library open hours.

## Site

This historic Library building, located on the corner of Main Street and Route 140, covers an area of 51,394 square feet or 1.179 acres. To satisfy service needs, the site should be a minimum of 84,000 square feet or two acres. Unfortunately, it promises be difficult to amass two acres in the center of town unless the next door one acre site, owned by the Credit Union, can be purchased.

Adding space to the site or purchasing a large site elsewhere in town is essential. Without a bigger site to accommodate a larger building, Shrewsbury Public Library's excellent services will have reached their limit, confined as they are to an out-of-date, too-small structure that is inappropriate for twenty-first century goals.

---

<sup>7</sup> For every 400 GSF of building, 1 parking space is required.



## SPACE ASSESSMENT

Nearly everyone agrees that the present building is too small for current library services, twenty-year library services notwithstanding – but how small? The present Library requires an additional 10,200 NASF or, utilizing a 70% net to gross ratio, 14,572 GSF in order to satisfy today's needs:

The following is our estimate of the scope of a project that will provide sufficient space for the library over the next twenty years.

### Collection

The public portion of the collection is housed on 11,692.72 linear feet. At least 13,392 linear feet are needed right now. Furthermore, the present number of linear feet occupies only 7,992 NASF when it should occupy 13,392 NASF. This would make it more accessible for library customers when browsing the bookstacks and selecting materials. It would also make it easier for staff to shelve and reshelve materials. Furthermore, the collection should be growing. At least 18,192 NASF is required to properly house the collection over the next twenty years.

Additional collection space to satisfy 2004 needs:	5,400 NASF
Additional collection space above 2004 needs to provide growth to 2024:	<u>4,800 NASF</u>
<b>Total Additional Collection Space Needed by 2024</b>	<b>10,200 NASF</b>

### User Seating

The present library building contains 129 general reader seats, 27 equipment seats/stations, 18 group study seats and 80 meeting room seats. According to Massachusetts Board of Library Commissioners, the library needs at least 13 more general reader seats right now. Our 2024 projection envisions 184 general reader seats, 41 equipment seats/stations, 56 group study seats and 150 meeting room seats. More than likely, over the next twenty years, equipment seats/stations will also be counted by the Board when funding library construction projects. The following calculation includes the equipment/seats stations' total to determine the additional NASF required by 2024.

Additional general reader seating space to satisfy 2004 needs	390 NASF
Additional general reading seating space above 2004 needs to satisfy 2024 needs	<u>1,260 NASF</u>
Additional equipment seats/stations space to satisfy 2024 needs	<u>1,845 NASF</u>
<b>Total Additional Seating Space Needed by 2024</b>	<b>3,495 NASF</b>

Without calculating group study and meeting room seats, and staff workspace requirements, the Library will need an additional 13,695 NASF by 2024:

Additional collection space to satisfy 2024 needs	10,200 NASF.
Additional seating space to satisfy 2024 needs	<u>3,495 NASF.</u>
<b>Total Additional Space Needed by 2024</b>	<b>13,695 NASF</b>



## SHREWSBURY PUBLIC LIBRARY

Using a 70% net to gross factor, Shrewsbury Public Library requires at least an addition of 19,564 GSF over the next twenty years. Please note that this is a minimum requirement:

$$\frac{13,695 \text{ NASF}}{0.7} = 19,563 \text{ GSF}$$

Adding the existing building's GSF and the additional needs, the minimum requirement amounts to 45,064 GSF:

Existing Building	25,500 GSF
Additional needs	<u>19,564 GSF</u>
<b>Minimum Total for 2024</b>	<b>45,064 GSF</b>

Since better staff space and a large meeting room complex add square footage, the in-depth Building Program in Part 2 of this document outlines a slightly large building -- one with 50,000 GSF.

The next several pages contain three possible scenarios for the future of the Shrewsbury Public Library building based on construction possibilities

- Status Quo (No Major Renovation or Expansion)
- Renovation and Expansion of the Existing Building on an Expanded Site
- A New Building on a Different Site



**SCENARIOS****SCENARIO 1: STATUS QUO (NO MAJOR RENOVATION OR EXPANSION)**

RESOURCES	FACILITY IMPACTS	FINANCIAL IMPACTS
<ul style="list-style-type: none"> <li>• Services: Reference, Adult, Young Adult and Children's services remain the same. The library continues its one-item-in, one-item-out defacto policy.</li> <li>• Funding: Public funding is used for print and non-print materials. Limited funding is provided for technology-based materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing facilities remain the same. Purchase furnishings and equipment as funds become available.</li> <li>• There is a lack of capacity for flexibility vis-a-vis space usage and new technologies.</li> <li>• Lack of space for Adult, Young Adult and Children's services. They remain the same.</li> <li>• Lack of space for print and non-print collection. Overcrowded conditions remain the same.</li> <li>• Library remains at 25,500 GSF.</li> <li>• Security and accessibility problems stay as they are.</li> </ul>	<ul style="list-style-type: none"> <li>• No capital construction takes place.</li> </ul>



**SCENARIO 2  
RENOVATION AND EXPANSION OF THE EXISTING BUILDING  
ON AN EXPANDED SITE**

RESOURCES	FACILITY IMPACTS	FINANCIAL IMPACTS
<ul style="list-style-type: none"> <li>• Services: Current and future service needs are addressed and provided for in the building program.</li> <li>• Increased library access and usage.</li> <li>• Business/library partnerships become possible because there is more space to provide these services.</li> <li>• Similarly, there are increased partnerships with educational institutions.</li> <li>• Library provides more cultural and educational opportunities.</li> <li>• More electronic information technologies including proprietary databases are available for the community.</li> </ul>	<ul style="list-style-type: none"> <li>• The library is fully capable of housing most up-to-date IT equipment.</li> <li>• Wait for computer time by customers is minimal.</li> <li>• Wireless service is available.</li> <li>• Highest speed connectivity is available at all workstations.</li> <li>• Sufficient space for all services: Children, Young Adult, Adult, Reference, etc.</li> <li>• Sufficient space for print and non-print collections.</li> <li>• Space for community information and literacy programs is provided.</li> <li>• There are a minimum of 125 parking spaces.</li> <li>• Library contains 50,000 GSF.</li> </ul>	<ul style="list-style-type: none"> <li>• An additional acre of adjoining land is needed for this project.</li> <li>• There is a cost for purchase of one acre of land owned by Credit Union.</li> <li>• There are costs for relocation/ moving.</li> <li>• The library must apply for state funding for capital construction.</li> <li>• A bond for capital construction must be approved by the town.</li> <li>• Library services would have to be moved off-site while renovation is taking place.</li> </ul>



**SCENARIO 3  
A NEW BUILDING ON A DIFFERENT SITE**

RESOURCES	FACILITY IMPACTS	FINANCIAL IMPACTS
<ul style="list-style-type: none"> <li>• Services: Current and future service needs are addressed and provided for in the building program.</li> <li>• Increased library access and usage.</li> <li>• Business/library partnerships become possible because there is more space to provide these services.</li> <li>• Similarly, there are increased partnerships with educational institutions.</li> <li>• Library provides more cultural and educational opportunities.</li> <li>• More electronic information technologies including proprietary databases are available for the community.</li> </ul>	<ul style="list-style-type: none"> <li>• The library is fully capable of housing most up-to-date IT equipment.</li> <li>• Wait for computer time by customers is minimal.</li> <li>• Wireless service is available.</li> <li>• Highest speed connectivity is available at all workstations.</li> <li>• Sufficient space for all services: Children, Young Adult, Adult, Reference, etc.</li> <li>• Sufficient space for print and non-print collections.</li> <li>• Space for community information and literacy programs is provided.</li> <li>• There are a minimum of 125 parking spaces.</li> <li>• Library contains 50,000 GSF.</li> <li>• Parking at the Town Hall could be used for special programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Need to apply for state funding for capital construction.</li> <li>• A bond for capital construction must be approved by the Town.</li> <li>• 19 acres of Town land adjacent to the Town Hall are available.</li> <li>• The 3 acres needed for the new library could be provided by the Town.</li> <li>• The library would remain on the existing site until construction is complete, a savings in relocation cost.</li> </ul>



## RECOMMENDATIONS

A renovated/expanded or completely new library building of 50,000 gross square feet offers benefits that promise to satisfy community service needs. The infrastructure of the renovated and expanded or new facility will be able to provide better current services and future services. The construction project will address state-of-the-art electronic technologies in terms of hardware and connectivity.

### **Enhanced Technology**

To operate the library in the most efficient and effective manner possible, the library administration needs to constantly upgrade the facility's systems to provide the basis for sound decision-making. For example, any technology plan must be multi-year and it must enable change as technologies change. At a minimum, a technology plan should address the following needs:

- The supply and upgrade on an on-going basis of a powerful server as well as patron and staff computer workstations and peripherals. These are demanded by today's highly complex, memory-hungry software.
- The provision and upgrade on an on-going basis of a system of wired and wireless technologies that have the best band width and data throughput required for public and non-public use.

In addition, other verifiable measures of service outputs, of service relationships with constituents, and of benefits and effectiveness/efficiency must be put into place that are not in place now because of insufficient installation of computer technologies in the present building.

### **Commitment to Change**

As a service organization dedicated to improvement, the Trustees, administration and staff are committed to continuing change as change takes place within their sphere of activity. This is not an academic exercise. A larger library building must be eminently flexible and friendly to traditional library materials, media, online databases, etc.

### **Commitment to Meet Professional Library Standards**

So far as possible, the Library's operations must always be the result of up-to-date professional library standards. These standards will have an important impact on the design of a larger library building. Long before construction is completed, it is essential to recognize that operations cannot just be expanded versions of current operations. The rigid space allocations in the original building and the annex tend to limit attempts to change, upgrade or reorganize. Space limitations at the library have prevented the most efficient and effective use of the staff. They also have determined functional relationships often negatively. A capital project can change all that by providing the space in which state-of-the-art services can operate.



**PART 2: BUILDING PROGRAM**